



King County

**BUILDING SUPERINTENDENT
(SUPERVISOR III)
DEPARTMENT OF EXECUTIVE SERVICES
FACILITIES MANAGEMENT DIVISION
Annual Salary Range: \$68,070 - \$86,282
Job Announcement: 05GA4811
OPEN: 2/28/05 CLOSE: 3/21/05**

WHO MAY APPLY: The position is open to all King County career service employees, all other Executive Branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and the public. Additional consideration will be given to candidates in the first three categories.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Recruitment Officer, Facilities Management Division, 500 - 4th Ave., Room 800, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please contact Gary Atchison at (206) 296-0564 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>, resume, letter of interest detailing your background and describing how you meet or exceed the requirements, names and telephone numbers for a minimum of four references including current and former supervisors within the past three years, and the completion of the Supplemental Questionnaire are required. Any applications received that are missing *any* of these required forms and materials will not be considered.

WORK LOCATION: Primary work locations include the King County Administration Building, 500 - 4th Avenue, Room 201, Seattle, WA 98104, the Youth Services Center, 1211 East Alder Street, Seattle, WA 98122, and the Regional Justice Center, 620 West James Street, Kent, WA 98032.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 40 hours, Monday through Friday. Emergencies and meetings may require performance of duties outside of normal business hours. When fulfilling the role of Duty Manager, on-call assignment during weekends and evenings is required.

JOB DESCRIPTION: Plan, coordinate, implement, monitor and approve the administrative direction and management of multiple trade workers for a facility, a group of facilities or multiple locations. **Please note that the Building Services Section is undergoing reorganization and the work locations listed above and primary job duties listed below for this position are subject to change.**

PRIMARY JOB DUTIES INCLUDE:

- Develop, plan, organize, implement and direct the annual programs and objectives for multiple work units of trade employees
- Develop, implement, and maintain short, mid and long range operating plans for multiple work units or a facility or a group of facilities
- Develop, implement, administer and monitor annual budgets and staffing plans in conjunction with Division management for multiple work units, or a facility or a group of facilities
- Oversee capital project planning, cost estimating, scheduling and monitoring for work performed by in-house crews
- Administer union contracts
- Conduct employee performance evaluations of all work unit supervisors, support staff, and employees
- Conduct work unit employee discipline, grievance response and conflict resolution
- Implement and provide direction for multiple work unit safety and training programs
- Provide guidance and direction in making work quality, customer service and employee satisfaction improvements
- Develop physical and human resource requirements, establish objectives and priorities, assign responsibilities and authority to subordinate supervisors, be held accountable for the work performance of work unit, a facility or a group of facilities, approve material and equipment purchases, and hire and terminate employees
- Oversee routine and preventative maintenance programs and procedures as well as completion of capital and operating projects
- Direct and control the mobilization of trades' employees in emergency situations
- Monitor energy consumption for assigned facilities with the intent to improve efficiencies in building operations
- Write technical reports, budget requests and correspondence for executive, department or division level signature

QUALIFICATIONS:

- Bachelors degree with major course work in construction, engineering, property management or facilities management and two years of progressively responsible experience in building operations or six years of building operations management experience, or a combination of education and experience
- Four years of increasingly responsible supervisory experience in a private or public organization working with a variety of building operations systems such as mechanical, utilities, HVAC, boilers, etc.
- Demonstrated knowledge of accepted supervisory principles and practices
- Demonstrated knowledge of the training methods and techniques used in building operations
- Demonstrated ability to make quick and accurate decisions in emergency situations
- Demonstrated ability to operate computers and software programs including Microsoft Access, Excel and Word
- Demonstrated ability to solve complex customer service issues with tact and diplomacy, and ability to work with a broad and diverse customer base
- Skill in analyzing, interpreting, developing, predicting, monitoring and balancing the budget of a work unit, a facility or a group of facilities

- Skill in construction/maintenance cost estimating
- Skill in the planning, scheduling, utilization and coordination of a variety of skilled, semi-skilled and unskilled workers, supervisors and support staff to satisfy the goals and objectives of the work unit, a facility or a group of facilities
- Skill in communicating effectively both orally and in writing with employees, peers, supervisors, customers, County officials and union representatives
- Skill in supervising effectively through subordinate supervisors, establishing goals and assigning responsibilities, setting work performance standards, establishing work priorities, making program changes, and resolving safety, training and personnel issues
- Skill in dealing with stressful situations
- Experience in service level negotiations and project contracting required

DESIRABLE QUALIFICATIONS:

- Knowledge of County facilities, policies and procedures
- Proficient with Management Information Systems

NECESSARY SPECIAL REQUIREMENTS: At the time of appointment the candidate must possess and retain a valid Washington State driver's license. Applicants who possess the most competitive background will undergo and must pass a thorough background investigation. The selected candidate must pass a pre-employment physical examination.

SELECTION PROCESS: Applications will be screened for clarity, completeness and qualifications. The most competitive applicants may be invited to a panel interview and written and practical exercise. Finalists may interview with the supervisor. Reference checks may be conducted prior to any offer of employment.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 8700300 SEQUENCE NUMBER: 60-8663-0228

REQUIRED SUPPLEMENTAL QUESTIONNAIRE
Job Announcement No.: 05GA4811

The response to the following questions will be used to determine who will be interviewed for this vacancy. Please provide a concise written response indicating your background in each of the following areas.

- 1. What is the size of the largest building management related budget you have been responsible for?**
- 2. What is the largest square footage that you have been responsible for (please specify single and/or multiple building square footages)?**
- 3. What is the largest number of employees that you have directly supervised at one time?**
- 4. What is the largest number of employees that you have indirectly supervised at one time?**
- 5. List the trades and related responsibilities that you have overseen.**